

# Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

## Office of Detention Facilities

November 15, 2017

Sheriff Paul Milbrath  
Jefferson County Sheriff's Department  
411 South Center Avenue  
Jefferson, WI 53549

### **RE: Jefferson County Jail, 2017 Annual Inspection**

Dear Sheriff Milbrath:

The 2017 annual inspection of the Jefferson County Jail was completed on September 20, 2017, pursuant to Wisconsin Statute 301.37(3). The inspection compared your facility and its operations to the Department of Corrections Administrative Code, Chapter DOC 350, and to applicable state statutes. The Jefferson County Jail has an approved capacity of 229. On the date of the inspection there were 173 inmates in custody (146 male, 27 female). This report summarizes the findings of the inspection and identifies improvements since the last annual inspection, as well as any applicable recommendations.

### **INSPECTION SUMMARY**

#### **Summary of Progress from the Previous Year**

Since the last annual inspection in 2016, a few operational changes and improvements have been realized at the Jefferson County Jail which includes the following:

- Shower curtains are being installed in each of the housing units to provide inmates with privacy.
- The jail now houses state inmates (20) through a contract with the Wisconsin Department of Corrections.
- A mobile x-ray is now available for inmates in an effort to reduce transports to the hospital through Express Mobile Diagnostic Services.

## **Physical Environment**

The inspection included a walkthrough of the facility that included all housing areas, programming/multipurpose room, intake, kitchen, laundry, property, and health services area. Overall, the Jefferson County Jail remains in good physical condition. Inmate cells and the dayrooms were found to be relatively clean. It continues to be apparent that staff is holding inmates accountable for their living areas.

However, there are a couple of areas in need of attention by maintenance. Foremost, the receiving/special needs cell doors are in serious need of being stripped and re-painted. There is also graffiti on the walls of the cells that needs to be removed. Additionally, the dayroom walls in F Pod are in need of re-painting.

## **Jail Operations**

Security practices are being completed as required, including monthly door and lock inspections (completed bi-monthly), fire inspections (last completed by Jefferson Fire and Safety, Inc. on 1/31/17), sprinkler system and fire alarm inspections, inmate classification, and physical security observation checks. A [REDACTED] shakedown report is being completed for the entire facility in which staff also includes issues regarding safety and sanitation that are referred to maintenance when applicable.

However, as discussed last year, it was agreed upon that the safety and sanitation inspection could be incorporated with the [REDACTED] shakedown report considering that all cells, dormitories, and dayrooms are searched; there still remains a significant amount of inconsistency with Deputies documenting the safety and sanitation section of the report. As such, this constitutes a **violation of administrative code 350.12(13)** which stipulates, "Safety and sanitation inspections of the jail are completed and documented at a minimum of once monthly."

A spot review of the electronic logs indicated that staff is completing security checks approximately [REDACTED] minutes in the Huber dormitories and housing pods. A review of documentation for inmates identified as special needs or on a suicide watch showed checks being completed approximately [REDACTED] minutes at irregular intervals. Supervisory staff continues to conduct random quality assurance inspections of the security check logs to ensure accountability.

Pursuant to administrative code, each individual admitted to the facility is provided with a copy of the Jefferson County Jail rules and regulations. Additional information regarding pertinent notices continue to be posted in the housing unit dayrooms.

A disciplinary system is in place to address inmate rule violations. A range of sanctions are in place that is dependent upon the type of infraction violated, with Deputies completing due process hearings within 48-72 hours of the incident for major violations, and Sergeants handling any appeals. A record of all actions is being maintained. Inmates continue to be informed of

their disciplinary hearing within 24 hours of the hearing unless it is waived by the inmate. A review of disciplinary reports showed them to be well written and explanatory as to why a rule infraction was warranted.

Objective jail classification continues to be used to determine inmate housing assignments pursuant to Wisconsin State Statute §302.36 and administrative code, and an inmate grievance procedure is in place that permits inmates to address any concerns regarding the condition of their confinement. A grievance appeal process is in place that includes review by a Sergeant and the Jail Administrator. An electronic grievance log for the facility is being used to track inmate complaints, which allows administration to monitor the jail's inmate climate.

A review of completed use of force reports indicate that staff continue to provide very detailed information on their actions, as well as those of the inmate. Currently, a use of force committee that includes command staff from the Sheriff's Department review all instances of force being used by Deputies in the jail and on patrol.

Health care services at the jail continue to be operated by county nurses, with the doctor contracted via Advanced Correctional Healthcare (ACH). Currently, nursing staff are on site for 60 hours Monday through Friday, with approximately 8 additional hours available each day on the weekend. The physician is at the jail once per week for approximately 1 hour. Dental services are provided as needed through an agreement with a local dentist.

Mental health services are available on-site for approximately 17 hours per week, with the county's human services crisis team available 24/7. Although the average daily population at the jail has been relatively low compared to its rated capacity, it is suggested that administration review the feasibility of increasing the amount of mental health hours on-site by a qualified mental health professional. All inmates are TB tested within the first 10-14 days of confinement and receive a health appraisal within the same timeframe.

Medications brought into the facility are verified and inventoried by health care staff. Nursing staff are also responsible for dispensing medications to inmates twice per day, with medications being delivered to the Huber dormitories and housing pods on the weekends by trained Deputies. Electronic Medication Administration Records (MARS) are developed and reviewed by nursing staff. Routine sick call is available throughout the week when nursing staff are on site.

Inmate meals at the facility continue to be prepared by county food service personnel, with typically one inmate worker per shift being utilized by kitchen staff to assist with cleaning. A review of the 4-week menu cycle showed that it offers a good variety of meals, meets nutritional standards, and is reviewed by a registered dietician. The menu review showed that inmates are receiving an average of 2,597 calories per day. In accordance with administrative code, at least two hot meals are being provided per day to the inmate population. It should be noted that several inmates who were spoken with during the walkthrough were very complimentary of the meals being served at the facility.

The kitchen area was found to be clean and well organized. Tools and sharps are being accounted for on a daily log and are secured [REDACTED]. Temperatures are being checked and documented daily for the meals, dishwasher, coolers and freezers. The implementation of a “Jail Kitchen Closing Checklist” continues to be an excellent practice that requires kitchen staff to ensure a healthy and safe environment. The checklist ensures that a daily inspection of the kitchen area is completed prior to closure. However, the kitchen continues to not maintain “dead trays” that are typically kept stored in a cooler for three days in the event of inmate sickness for the health department to review and analyze. It was again suggested that a “dead tray” procedure be implemented.

On the date of inspection (9/20/17), the kitchen was found to be in **violation of administrative code 350.11(3)** as no independent outside inspection had been completed. DOC 350.11(3) states that the jail shall have “An annual inspection of all full-production and service kitchens in a jail by a qualified, independent outside source documenting that the food service area meets health and safety codes.”

It should be noted that an independent food service inspection was recently completed on November 9, 2017 by the Jefferson County Environmental Public Health Consortium with 4 violations noted. If not already completed, please ensure that the violations are corrected. For future reference, it is imperative that the independent food service inspection be completed prior to the statutorily required DOC annual inspection.

The jail continues to provide programming opportunities to inmates confined at the facility. All volunteers complete safety and security training to introduce them to the correctional environment and are subject to a criminal background check. In large part, programs offered remain similar to past years and include the following:

- Storybook Program: Inmates audio and video record reading a story to their children.
- Alcoholics Anonymous and Narcotics Anonymous
- GED and GED testing
- Celebrate Recovery
- Bible Study
- Church services

Although the number of hours directed toward reentry has been reduced due to the jail’s security needs, the Classification/Program Officer continues to provide inmates with assistance in obtaining their social security card, driver’s license, birth certificate and other documentation that is needed for court, housing, or employment purposes.

The inspection also included a review of the facility’s practices regarding inmate services. Blankets are being exchanged on a monthly basis, with issued clothing items laundered twice per week, and linens once per week. The facility maintains policies and procedures for inmate

services such as mail (incoming/outgoing), visitation, recreation, reading materials, and canteen. These policies and procedures indicate that all inmates are being provided reasonable access to these services.

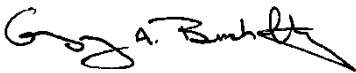
### **Approval**

On the date of the inspection there were **two violations of Administrative Code** found at the facility. You and your staff should be commended for the work being completed to ensure the safety and security of the jail and Jefferson County.

The Jefferson County Jail is conditionally approved for operation by this Department. The conditional approval is with the understanding that the violations noted above are corrected and continued compliance with the Department of Corrections Administrative Code, Chapter DOC 350, and applicable state statutes occurs.

I would like to thank Captains Paul Wallace and Duane Scott and the rest of the staff at the Jefferson County Jail for their assistance and cooperation during this year's annual inspection. Please feel free to contact me should you have any questions or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz", with a stylized flourish at the end.

Gregory A. Bucholtz, Inspector  
Office of Detention Facilities

Cc: Jim Schroeder, County Board Chairperson  
Duane Scott, Captain  
Kristi Dietz, ODF Director  
File

## CHAPTER DOC 350 INSPECTION DOCUMENT

COUNTY: Jefferson

DATE: 11/15/17

### INMATE HOUSING AND CLASSIFICATION

**DOC 350.05 (3) (d)** In jails that are constructed or substantially remodeled on or after September 1, 2014, double cells shall have a floor area of at least 25 square feet of unencumbered space per occupant.

COMPLIANCE	VERIFICATION
<input type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input checked="" type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff

Comments: The Jefferson County Jail has not undergone any construction or substantial remodel since 9/1/14.

**DOC 350.06 (3) (d), DOC 350.07 (4)** In jails that are constructed or substantially remodeled prior to September 1, 2014, to be used for double occupancy, a cell shall have a floor area of at least 70 square feet. NOTE: ODF recognizes current code does not reflect the "grandfather" provision that prior to March 1, 1990, a cell shall have a floor area of at least 54 square feet.

COMPLIANCE	VERIFICATION
<input type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input checked="" type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff

Comments: The jail has the authorization to double cell and maintains the minimum square footage.

**DOC 350.20 Double celling.** If approved by the department, the jail shall have policies and procedures relating to double celling.

**DOC 350.20 (1)** The county board and sheriff shall determine jointly the adequate staffing needs, including support staff and services that are required to ensure the health, safety and security of the jail staff and inmates when using cells for double occupancy. The joint determination shall be in writing and signed by the representatives of the county board and the sheriff and shall be filed with the department. The written joint determination shall remain in effect until rescinded or amended by mutual written agreement of the county board and sheriff. Unless there is adequate staff as agreed upon by the county board and sheriff, double celling may not occur.

The written agreement between the County Board and Sheriff is on file with the department and contains the following elements:

- The County Board and Sheriff agree to the stated staffing levels
- The staffing levels include security staff, health care staff, support and service staff and administrative staff
- The staffing pattern is detailed in the written agreement
- The agreement is signed by representatives of the County Board and the Sheriff

COMPLIANCE	VERIFICATION
<input type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input checked="" type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff

Comments:

**DOC 350.20 (2) Inmates housed in the same cell shall have the same custody classification and be properly segregated as required under s. 302.36, Stats.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **The jail maintains an objective jail classification system and meets the requirements of s. 302.36, Stats.**

**DOC 350.20 (3) For male and female housing areas, at least one cell or 15% of the jail's total number of cells, whichever is greater, shall be maintained for single occupancy.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **There are currently a sufficient number of cells being used and available for single occupancy.**

**DOC 350.20 (4) Receiving cells may not be used for double occupancy.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **All receiving cells are used for single occupancy only.**

**DOC 350.21 Inmate classification. All jails shall meet the requirements set forth in s. 302.36 Stats. The sheriff shall establish and maintain an objective prisoner classification system to determine prisoner custody status and housing assignment, and develop eligibility criteria for prisoner participation in available work assignments, programs and community service projects. The jail shall have policies and procedures relating to classification.**

**DOC 350.21 (1) Description of the objective prisoner classification system, including the identification and training of staff authorized to classify prisoners, initial classification and reclassification procedures and prisoner appeal process.**

**DOC 350.21 (2) Eligibility criteria for prisoner participation in available work assignments, programs and community service projects.**

**DOC 350.21 (3) Review of prisoner classification decisions.**

- The jail has implemented an objective classification system based on point additive formula or decision tree forced choice or similar formalized mechanism for housing determination.
- A written policy is provided to all correctional staff detailing classification process.
- Policy clearly identifies personnel authorized to classify inmate housing assignments.
- Personnel assigned to complete inmate classification assignment receive formal training.
- A process is in place for supervising personnel to complete a secondary review of reclassification and appeals.
- Sufficient housing exists to meet classification guidelines to male and female inmates.
- Inmates housed in the same cell shall have the same security classification and be properly segregated as required in s. 302.36 Stats.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **The Jefferson County Jail uses an objective classification instrument with deputies trained in its use. The instrument in use adheres to the requirements set forth in s. 302.36 Stats.**

## SAFETY AND SECURITY PRACTICES

**DOC 350.18 Security.** The jail shall have policies and procedures relating to jail security.

- Portable communications and alarm systems are in good working condition
- Intercom and emergency notification devices are in good working order

**DOC 350.18 (1) Inmate supervision.** The jail shall have a system providing for well-being checks of inmates. Policies and procedures shall provide that all inmates are personally observed by jail security staff at staggered intervals not to exceed the following:  
**(a) 60 minutes (b) 15 minutes for inmates housed on suicide watch.**

- All inmates are personally observed during each physical inspection.
- In housing units of multiple cells, officers are encouraged to complete physical inspections from within the housing unit.

**DOC 350.18 (2) Supplemental observation.** A video monitoring system may be used to supplement but not replace personal observations.

**DOC 350.18 (3) Documentation.** Each observation shall be documented.

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review <input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: All portable communication appeared to be operating correctly. Physical security checks are being completed [REDACTED] at irregular intervals. Additionally, jail Sergeants are periodically reviewing security checks to ensure that they are being completed pursuant to jail policy and administrative code.

**DOC 350.18 (4) Inmate counts.** Description of the system for physically counting inmates. Formal counts shall be completed and documented at least three times per day, with a minimum of one count per shift.

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review <input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: Inmate counts are being completed on each shift.

**DOC 350.18 (5) Security inspections.** Descriptions of procedures for conducting and documenting facility and area searches.

- Facility and area searches are completed and documented.

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review <input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: Searches are being completed randomly and "for cause". Documentation of all searches is maintained. There is a [REDACTED] shakedown report that also includes issues with safety and sanitation.

**DOC 350.18 (6) Inmate searches.** Descriptions of procedures for conducting and documenting inmate pat down, strip and body cavity searches.

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review <input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: All inmates are searched upon their arrival into the jail. Procedures are in place to conduct strip searches of inmates prior to being assigned by classification into any housing unit. Body cavity searches, if warranted, are completed at the local hospital.



**DOC 350.18 (7) Door and lock inspections. Monthly inspections shall be made to determine if all jail doors and locks within and to the secure perimeter of the facility are in good working order. Each inspection shall be documented.**

- The remote security controls of doors and locks are all operable.
- All manufacturing doors, locks and releases are repaired in a timely manner.
- The jail staff demonstrate a proficiency in operating all locks, doors and releases.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: All doors and locks are checked and documented on a bi-monthly basis. Staff appeared to be proficient in opening/closing doors, locking mechanisms and releases.

**DOC 350.18 (8) Key control. Control and use of jail keys, including all of the following:**

- (a) All issued keys shall be inventoried and accounted for at shift change
- (b) All keys shall be stored in a secure area and accessible in the event of an emergency
- (c) Inmate are not permitted to handle or utilize jail keys.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: A key control system is in place, and keys are inventoried and accounted for after each shift. Inmates do not have access to keys.

**DOC 350.18 (9) Weapons control. Introduction, availability, control, inventory, storage and use of firearms, chemical agents, electronic control devices or other related security devices and specification of the level of authority required for their access and use.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: No firearms are permitted to be brought into the secure perimeter of the jail. All weapons are safely stored and are not accessible to inmates.

**DOC 350.18 (10) Tools and sharps control. Introduction, availability, control, inventory, storage and use of tools and sharps within the facility.**

- Documentation of the control and inventory is maintained

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: All tools and sharps are checked daily and documented on a form. The kitchen also maintains a log for the removal and return of any sharp.

**DOC 350.19 Fire Safety. The jail shall have policies and procedures relating to fire safety.**

**DOC 350.19 (2) Each jail shall develop a fire safety policy in accordance with local fire department recommendations that addresses all of the following:**

- a) Local fire department inspection requirements under sub. (5).
- b) Fire protection equipment location and maintenance. Each jail shall have and shall properly maintain fire alarms, smoke and thermal detectors, fire extinguishers and self-contained breathing apparatuses which operate for at least 30 minutes.
  - Fire extinguishers are properly maintained with recorded time and date of inspection.
  - Fire extinguishers are properly placed, secured and easily accessible to staff.
  - A fire extinguisher suitable for grease fires is provided in the kitchen.
  - Jail staff can demonstrate proficiency in the use of fire protection equipment.
- c) Training of staff in equipment use and the evacuation of inmates
  - Staff training is documented.
- d) A written evacuation plan
  - Jail staff can articulate or demonstrate the evacuation routes and policies of the jail.

**COMPLIANCE**

**VERIFICATION**

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Last fire inspection by Jefferson Fire and Safety, Inc. was completed on 1/31/17. Fire protection equipment is in place, as well as SCBAs. Staff are trained on the use of fire protection equipment.**

**DOC 350.19 (3) The evacuation route developed as part of the evacuation plan under sub. (2)(d) shall be posted in a conspicuous place for jail staff in the jail.**

**COMPLIANCE**

**VERIFICATION**

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Evacuation routes are posted throughout the facility and in conspicuous places.**

**DOC 350.19 (4) Fire safety evacuation and other procedures shall be practiced or simulated by all jail staff at least once every 12 months. Each practice or simulation shall be documented.**

**COMPLIANCE**

**VERIFICATION**

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Fire drills are being completed quarterly and on each shift.**

**DOC 350.19 (5) The facility shall be inspected by the local fire department at least once every 12 months and a record thereof shall be maintained.**

- The fire inspection report supports that the facility conforms to applicable fire safety codes.

**COMPLIANCE**

**VERIFICATION**

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
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<input type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: **The last fire inspection was completed on 1/31/17.**

**DOC 350.19 (6) There shall be monthly inspections of the facility to ensure compliance with safety and fire prevention standards. Inspections shall be documented.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
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<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Monthly safety inspections are being completed, and all fire protection equipment inspected as well.

**DOC 350.22 Use of Force. The jail shall have policies and procedures for the use of force.**

**DOC 350.22 (1) Jail staff may use physical force against an inmate only if force is necessary to change the location of an inmate or to prevent death or bodily injury to the staff member, the inmate or someone else, unlawful damage to property, or the escape of an inmate from the jail. Staff may use only the amount of force reasonably necessary to achieve the objective for which force is used. Corporal punishment of inmates is forbidden.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: A review of a number of reports showed that staff are providing detailed explanations of the incident(s) leading to any use of force. All use of force reports are reviewed by a use of force committee that includes command staff from the Sheriff's Department.

**DOC 350.22 (2) Any staff member who has used force to control an inmate or inmates shall submit a written report to the sheriff, jail administrator or the staff member's supervisor describing the incident. The report shall include all known relevant facts and be submitted by the end of the shift, unless otherwise authorized by the sheriff or sheriff's designee.**

- Supervisory review is conducted and documented.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
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<input type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: Staff provide well written and detailed reports when force is required to control an inmate.

**DOC 350.23 Use of restraints. The jail shall have policies and procedures governing the use of restraints and control devices.**

**DOC 350.23 (1) Restraint devices are never used as punishment and are not applied longer than necessary.**

- Inventories are conducted and documented.

**DOC 350.23 (2) When an inmate is mechanically restrained for non-routine purposes, a written report must be completed by the end of the shift, unless otherwise authorized by the sheriff or sheriff's designee. Documentation shall include the reason for use, duration of use and corresponding wellness checks.**

- Supervisory review is conducted and documented

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Documentation is completed when the restraint chair is utilized, with health care services immediately notified.

**DOC 350.24 Discipline.** The jail shall have policies and procedures outlining inmate discipline and due process.

**DOC 350.24 (1) Inmates rules of behavior.** Every jail shall have written rules of behavior for inmates. At the time of admission, each person shall be notified verbally of the existence of jail rules for inmate behavior and the potential disciplinary actions for violations of the rules. Each inmate shall be provided with a copy of the jail rules or copies of the rules shall be posted in conspicuous places in the jail.

**DOC 350.24 (2) Discipline for minor violation. (See code for specific language.)**

- (a) A minor discipline is a verbal or written reprimand, restriction of privileges or placement in disciplinary segregation for 24 hours or less.
- (b) Inmate is informed of violation, potential discipline and disciplinary procedures for minor violations.
- (c) Inmate has opportunity to make verbal statement about alleged violation to a staff member
- (d) Staff member may impose a minor discipline if found that violation occurred
- (e) Supervisor is informed of incident by staff member. If supervisor concludes violation is major, then it shall be handled in accordance with Sub. (3). If supervisor finds that no violation occurred, the inmate shall be notified that the charge has been dismissed.
- (f) Inmate is notified of right to appeal and of appeal procedure.
- (g) Information made part of inmate's file. If supervisor finds no violation occurred, the due process records shall reflect those findings.

**DOC350.24 (3) Discipline for major violation. (See code for specific language.)**

- (a) A major discipline is restriction of privileges for more than 24 hours, placement in solitary confinement for more than 24 hours in accordance with s. 302.40, Stats., loss of good time in accordance with s. 302.43, Stats., restrictions affecting Huber law privileges in accordance s. 303.08, Stats., or restrictions affecting work release in accordance with s. 303.065, Stats.
- (b) Written report to supervisor within 24 hours of incident
- (c) Inmate notification of charges and right to hearing 24 hours in advance of hearing.
- (d) Due process hearing within seven calendar days, unless inmate waives the right to a due process hearing.
  - 1. Impartial hearing officer or committee (not involved in incident)
  - 2. Inmate's right to be present at hearing, make a statement and present evidence. Reason for inmate's absence documented.
  - 3. Inmate's right to present witnesses. Reason for absence of witness documented.
  - 4. Inmate's right to staff advocate if inmate is illiterate or if issues are complex.
  - 5. Hearing officer may consider inmate's mental illness, developmental disability or other emotional or mental disability as a mitigating factor in imposing discipline.
  - 6. Written decision stating discipline administered. Copy to inmate.
  - 7. Inmate is notified of right to appeal and appeal procedure
  - 8. Incident information, discipline administered and decision shall be made part of inmate file. If found no violation occurred, the due process records shall reflect those findings.
- (e) If inmate waives right to a due process hearing, violation shall be disposed of in accordance with procedures for minor violations. Major discipline may be imposed if relevant staff member finds a violation occurred. Waiver does not constitute an admission of the alleged violation.

**350.24(4) Classification.**

- (a) An inmate may be evaluated for custody classification following the imposition of discipline.

**COMPLIANCE**

**VERIFICATION**

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Inmates are provided with notification of charges and right to hearing 24 hours in advance of their hearing. Typically, disciplinary hearings are completed within 48-72 hours of the incident. Hearings are being completed by a Sergeant. Inmates also maintain the ability to appeal a disciplinary finding to jail administration.

## HEALTH CARE

**DOC 350.13 Inmate health screening.** The jail shall have policies and procedures for inmate health screening.

**DOC 350.13 (1)** Use of a health screening form that is developed in conjunction with health care professionals and is used at booking with each inmate to record information about medical, mental health and dental conditions, physical and developmental disabilities, alcohol or other drug abuse problems and suicide risk.

**DOC 350.13 (2)** Referrals to medical, mental health or supervisory staff in a timely manner in response to identified concerns. If urgent concerns are identified, the referral shall be immediate.

**DOC 350.13 (3)** Review of the health screening form by health care or other designated staff within 72 hours if non-urgent concerns are identified.

- Review by health care provider is conducted and documented.

**DOC 350.13 (4)** Documentation of health screening results and subsequent review of the health screening form in an inmate's confidential file.

- Health screening forms are legible, accurate and complete, including detailed narratives when necessary.
- Health care professionals provided input into the content of the health screening form.
- The health screening form contains usable information relating to the inmate's medical condition, dental condition, medical disabilities, developmental disabilities, alcohol and other drug abuse and suicide risk.
- A health screening form is completed for each inmate booked into the facility.
- The health screening forms are reviewed for completeness, accuracy, legibility and the appropriateness of the decisions made regarding referral, housing, classification and other actions.
- The identity of the person completing the health screening form is documented.

### COMPLIANCE

### VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: A health screening form is completed on each individual booked into the Jefferson County Jail. The forms are then collected and reviewed by nursing staff who also document their review. The health screening form is typically reviewed the same day as the booking.

**DOC 350.13 (5)** A health appraisal that is to be completed within 14 days after arrival at the facility unless a health appraisal has been completed by health care staff within the previous 90 days. The health appraisal shall be completed by health care staff in accordance with protocols established by the responsible physician.

### COMPLIANCE

### VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: A health appraisal is being completed on each inmate within 14 days after arrival to the jail as well as TB testing.

**DOC 350.14 Inmate health care.** There shall be sufficient equipment, material, space and supplies for the performance of health care services in a confidential manner.

### COMPLIANCE

### VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input type="checkbox"/>	Verbal confirmation by facility staff		

Comments: There are specific offices (2) designated for health care services at the jail. Though still small, the space appears to be sufficient to meet the needs of the inmate population.

**DOC 350.14 (1) The sheriff shall provide or secure necessary medical and mental health treatment and emergency dental care for inmates in custody.**

- Jail provides a specific form for inmates to request medical assessment or treatment.
- All inmate requests for medical care are reviewed by health care staff.
- The dispositions of the inmate medical requests are documented by health care staff members.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: Inmates have a form available to request medical and mental health services. Nurses are available for approximately 60 hours M-F and 8 hours each day on the weekend. Mental health services via a qualified mental health professional are available 17 hours per week. Jefferson County's Health and Human Services crisis team is also available 24/7. The physician is at the facility once per week for approximately 1 hour. Dental services are provided as needed through a local dentist.

**DOC 350.14 (3) Health care staff shall be in compliance with state and federal licensure certification and registration. Verification of compliance shall be maintained at the facility.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: Jail administration maintains copies of the licensure of medical and mental health staff.

**DOC 350.14 (4) Medical records shall be kept separate from other records and shall be maintained in a confidential manner in accordance with s. 146.81 to s. 146.83, Stats., and any other applicable state or federal laws.**

- Medical record accessibility is limited to medical staff, the jail administrator and the administrator's designees as appropriate.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input type="checkbox"/>	Verbal confirmation by facility staff		

Comments: All medical records are electronically maintained in the health care office in a confidential manner. Medical administration records (MARs) are set up by nursing staff.

**DOC 350.14 (6) Officers shall receive documented annual training on health care policies and procedures, medications and health screening at the time of admission.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: All staff receive annual training on health care procedures, medication administration and health screening form.



**DOC 350.15 Health care policy. The jail shall have policies and procedures for inmate health care.**

**DOC 350.15 (1) Documentation of health referrals made or health care provided.**

**DOC 350.15 (2) Maintenance of documents in an inmate's confidential file.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: All medical records are maintained in the health care office in a confidential manner.

**DOC 350.15 (3) Names, addresses and telephone numbers of health care providers or agencies who have agreed to provide emergency and routine health care services for inmates.**

- Contact information is available to staff.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: All staff are aware of the contact information for medical emergencies and other services needed at the jail.

**DOC 350.15 (4) Referral of an inmate to jail health care staff or to other agencies that provide health care.**

- Health care referrals are made and documented.
- Staff are knowledgeable about the health care referral process.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: A medical and mental health request form is readily available to all inmates. All health care referrals are documented in the inmate's medical record.

**DOC 350.15 (5) Designation of staff who have authority to make health care decisions, including emergency medical and dental care.**

**DOC 350.15 (6) Non-emergency health care, including the use of an inmate's personal physician.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Staff are knowledgeable of who has the authority to make health care decisions, including emergency situations. All supervisors, jail administration, and health care staff have such authority.

**DOC 350.15 (7) Schedule of inmate access to routine medical care.**

- The schedule of inmate access to medical care is provided to inmates in writing via handbook, posted notice, inmate rule and regulation list, or other appropriate means.
- An alternative means for inmates to access medical care is provided if the inmates are unable to read or write.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: Inmates are provided information on how to request access to medical care. Nurses see inmates on a daily basis and schedule appointments for the physician when necessary.

**DOC 350.15 (8) Provision for inmates with chronic medical conditions.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: The jail currently has procedures in place for inmates with chronic medical conditions. Although no medical infirmary is available, specific housing areas are used for those in need of chronic care.

**DOC 350.15 (9) Procedure for processing inmate medical requests on a daily basis.**

- Inmate medical requests are documented on an official medical request form.
- Written disposition of medical requests are retained in inmate's confidential medical file.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: Procedures are in place where health care staff receive all requests for care on a daily basis. Nursing staff indicated that they receive request slips throughout the day. Request slips are readily available to all inmates.

**DOC 350.15 (10) Documentation in an inmate's confidential medical file of any referral and identification of the services provided, including emergency services.**

- Health care services provided or refused are documented in the inmate's confidential medical file.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: Inmate medical files contain all requests, treatment, and health care notes, including documentation of when an inmate refuses treatment.



**DOC 350.15 (11) Provision of special diet if ordered by a qualified health care professional.**

- Special diets ordered by a qualified health care professional are documented in the inmate's confidential medical file.
- The jail health care providers, food service providers, and correctional staff are notified of special diets ordered by a qualified health care professional.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: All special diets are approved by a qualified medical professional and forwarded to food service.

**DOC 350.15 (12) Pregnancy management.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: The facility maintains a policy and protocol for pregnancy management.

**DOC 350.15 (13) Maintenance of agreements between the jail and providers of health care services.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: The Sheriff's Office maintains a contract with Advanced Correctional Healthcare for physician services. Nursing staff continue to be county employees.

**DOC 350.15 (14) Use of health transfer summary form under s. 302.388 (2), Stats.**

**Wisconsin State Statute 302.388 Prisoner medical records.**

**(2) HEALTH SUMMARY FORM.**

- (a) The department shall provide each jailer a standardized form for recording the medical conditions and history of prisoners being transferred to the department or another county's jail. Except as provided in pars. (b) and (bm), jail medical staff shall complete the form and provide it to the receiving institution intake staff at the time of each such transfer.
- (b) If the jail does not have medical staff on duty at the time of a transfer, the jailer or his or her designee shall complete as much of the form as possible and provide it to the receiving institution intake staff at the time of the transfer. The jailer shall ensure that all of the following occur within 24 hours after the transfer.
- The jail medical staff, the prisoner's health care provider or, if the prisoner does not have a health care provider, a health care provider under contract with the jail reviews the form provided to the receiving institution at the time of the transfer.
  - The medical staff or health care provider reviewing the form corrects any errors in the form and includes in it any additional available information.
  - The medical staff or health care provider reviewing the form transmits the updated form or the information included on the form by the quickest available means to the receiving institution intake staff.
- (bm) Jail medical staff need not complete the form if the jailer or his or her designee provides a copy of the prisoner's complete medical file to the receiving institution intake staff at the time of the transfer.
- (f) Receiving institution intake staff may make a health summary form available to any of the following:
- The prison's or jail's medical staff.
  - A prisoner's healthcare provider.
  - In the case of a prison or jail that does not have medical staff on duty at the time of the transfer, a health care provider designated by the department or the jailer to review health summary forms.
  - In the case of a jail that does not have medical staff, a person designated by the jailer to maintain prisoner medical records.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff

Comments: **Nursing staff indicated no problems with the completion of the health transfer summary form or the receipt from other jurisdictions. Deputies are trained in the completion of the health transfer summary form when nursing staff are not on site.**

**DOC 350.15 (15) Communicable disease and infection control. Policies and procedures relating to communicable disease and infection control shall contain all of the following components:**

- (a) Provision of treatment and supervision of inmates during isolation or quarantine under s. 252.06(6)(b), Stats.
- (b) Documentation of the need for isolation or quarantine under s. 252.06(6)(b), Stats., in the inmate's confidential medical file.
- (c) Provision of laboratory screening for inmates who may have been exposed to a communicable disease if ordered by medical personnel.
- (d) Provision for handling bio-hazardous waste and decontaminating medical and dental equipment in accordance with regulations.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff

Comments: **Policies and procedures are in place for communicable disease and infection control.**

**DOC 350.15 (16) Detoxification and management of intoxicated inmates.**

- Appropriate housing and supervision is provided.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff

Comments: **Procedures and protocols are in place for the detoxification and management of intoxicated inmates. Operationally, housing of intoxicated inmates is located in the single cells near the booking area.**

**DOC 350.16 Control and administration of medications. The jail shall have policies and procedures relating to the control, delivery and administration of prescription and non-prescription medications.**

**DOC 350.16 (1) A qualified health care professional shall prescribe medications and order treatments.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff

Comments: **The MD is available for the prescription of medications. All medications are maintained in [REDACTED] Deputies are trained annually on the administration of medications to inmates.**

**DOC 350.16 (2) Designated trained staff may administer or deliver prescribed doses of medication at prescribed times. Annual documented training shall be provided to jail staff that deliver medications.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff

Comments: **Health care staff complete annual training of all deputies on the administration and delivery of medications. In-service training is well documented.**

**DOC 350.16 (3) Determination by appropriate personnel that all medications brought in by inmates or other persons for an inmate are necessary.**

- Verification of prescription medication is performed by a health care provider or an appropriately trained designee.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **All medications brought into the facility are verified by health care staff.**

**DOC 350.16 (4) All medications brought into the jail shall be inventoried and placed in secure storage.**

**DOC 350.16 (5) Any medications kept at the jail shall be stored in a locked drug cabinet that is not accessible to inmates.**

- The storage of inmate medications makes them readily identifiable.
- Medications that require refrigeration are kept in a separate, medical refrigerator, unless the medications are secured in a separate, locked container stored in a refrigerator inaccessible to inmates.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **All medications authorized for inmates are maintained in [REDACTED]. Medications not authorized are maintained in [REDACTED] and are not accessible to inmates.**

**DOC 350.16 (6) Administration or delivery of prescription and nonprescription medications to inmates.**

- Personnel authorized to administer medications are listed in the current policy and procedure manual and accessible to all jail staff.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Both health care staff and deputies are authorized to administer medications to inmates. In large part, nursing staff administer medications to the inmate population twice per day.**

**DOC 350.16 (7) Medication administered or delivered to an inmate shall be documented, including who prescribed the medication, who administered or delivered the medication, and the date and time of administration or delivery.**

**DOC 350.16 (8) All refusals of recommended or prescribed medications by an inmate shall be documented. A health care professional shall monitor the inmate in accordance with requirements of s. 302.384, Stats.**

- All medication documentation is complete, accurate, and legible.
- The name of the pharmacist or qualified health care professional, the full (not abbreviated) name of the medication, the dosage and frequency, the date and time of administration or delivery, and any special instructions or comments are documented for each prescription medication.
- The medication administration and delivery records are reviewed by the health care provider and/or jail administrator or designee for completeness, accuracy, and legibility.
- There are no unexplained gaps in the documentation and inmate refusals of medication are clearly indicated and documented.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	

☐ Not reviewed ☒ Verbal confirmation by facility staff

Comments: All medications are currently being documented on the MAR, and staff has been trained.

#### DOC 350.16 (9) Return of an inmate's medication inventoried at admission.

#### DOC 350.16 (10) Inventory or disposal of unused medications upon the inmate's release or transfer.

- The return of an inmate's medication is documented.
- Unused medication is disposed of by a health care provider, transferred with the inmate, or returned to a pharmacy.
- Established protocols regarding the disposal of narcotic medications, including witness presence, are followed.
- Documentation of the disposition of the medication is retained in the inmate's medical file.

#### COMPLIANCE

#### VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: A procedure is in place for deputies to notify health care staff of when an inmate is being released in order to return any medications. Procedures are also in place for the disposal of medications or returning them to the pharmacy.

### HIGH RISK SUPERVISION

#### DOC 350.17 Suicide prevention. The jail shall have policies and procedures relating to the supervision and housing of inmates who may be at risk of seriously injuring themselves.

#### COMPLIANCE

#### VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Policies and procedures are in place for the supervision and housing of inmates with suicidal ideation.

#### DOC 350.17 (1) Obtaining documented information from the arresting or transporting agency to assess an inmate's potential for suicide or self-harm.

#### COMPLIANCE

#### VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: All transporting agencies are required to complete a number of questions regarding the well-being of an inmate. This procedure has been in operation for a number of years.

#### DOC 350.17 (2) Intake screening of inmates that includes interview items and staff observation related to potential suicide risk.

- Intake screening is performed on each new inmate.
- The answers to all screening questions are documented.
- The screening form is legible, accurate, and complete, including detailed narratives when necessary.
- Appropriate follow-up questions are asked and answers recorded, when suicide risk is indicated.
- Medical or mental health care professionals review intake screening reports when risk is indicated.
- A secondary security review of intake screening reports for completeness, accuracy, legibility, consistency, appropriateness of housing assignments, appropriateness of classification and risk assessments is conducted.

#### COMPLIANCE

#### VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: An intake screening is completed on every inmate booked into the jail. Nursing staff review and document

the receipt of each intake screening on a daily basis.

**DOC 350.17 (3) Procedure for placement of an inmate on suicide watch. Policies and procedures relating to the procedure for placing an inmate on suicide watch shall include all of the following components:**

- a) Immediate notification to designated supervisory staff if an inmate is identified as a suicide risk.
- b) Designation of housing areas and security precautions for inmates who are placed on suicide watch.
- c) Description of monitoring procedures for inmates on suicide watch, including frequency and documentation of wellness checks.

**COMPLIANCE**

**VERIFICATION**

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: Procedures are in place for deputies to notify supervisory staff of an inmate needing to be placed on suicide watch. Medical and mental health is also immediately notified. Specific housing is in place for those placed on a suicide watch. Physical security checks are being completed at least every 15 minutes at irregular intervals. Documentation is also being maintained.

**DOC 350.17 (4) Identification of trained persons who may assess an inmate's level of suicide risk.**

**COMPLIANCE**

**VERIFICATION**

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: A qualified mental health professional is on site for 17 hours per week and the physician for approximately 1 hour minutes a week. Jefferson County's Health and Human Services is also available to assess inmates on suicide watch.

**DOC 350.17 (5) Notification to qualified mental health professionals within 12 hours of placement of a potentially suicidal inmate on suicide watch. Assessment by a qualified mental health professional shall be completed as soon as practicable.**

- Recommendations and decisions from qualified mental health professional are documented and maintained at the jail.

**COMPLIANCE**

**VERIFICATION**

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: A qualified mental health professional is notified within 12 hours of the placement of an inmate on suicide watch.

**DOC 350.17 (6) Identification of qualified mental health professionals who are authorized to remove an inmate from a suicide watch status after an on-site face-to-face assessment.**

**COMPLIANCE**

**VERIFICATION**

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: Only a qualified mental health professional is authorized to remove an inmate from a suicide watch after an on-site face-to-face assessment.

**DOC 350.17 (7) Frequency of communication between health care and jail personnel regarding the status of an inmate who is on suicide watch.**

- A clear and reliable means of communicating information between correctional staff members regarding inmates who are suicide risks is utilized.
- All communication between jail staff, administration, and medical/mental health care providers is documented, including names of those involved, summary of content of discussion, and actions taken.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Communication between medical and mental health staff and security staff appears to be good, particularly when an inmate is on a suicide watch.**

**DOC 350.17 (8) Intervention protocol during an apparent suicide attempt, including life-sustaining measures.**

- Staff demonstrate a working knowledge of first aid and emergency response measures.
- Staff are familiar with the location and effective use of emergency response equipment.
- Staff received training on emergency response, including use of emergency response equipment within the past evaluation period.
- The actions taken in response to a suicide in progress or suicide threat are documented.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **All staff are trained in first aid, emergency response, and the use of equipment. Training is completed annually during in-service.**

**DOC 350.17 (9) Identification of persons to be notified in case of attempted or completed suicides.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Jail policy stipulates who is to be notified in the event of an attempted or completed suicide.**

**DOC 350.17 (10) Documentation of actions and decisions regarding inmates who are suicide risks, including all of the following:**

- Individual initiating the suicide watch.
- Date and time watch was initiated.
- Reason watch was initiated.
- Name of supervisor contacted.
- Date and time supervisor contacted.
- Name, date, and time of referral to mental health professional.
- Written documentation from the mental health professional removing an inmate from a suicide watch including name, date and time.
  - Supervisory review of the relevant documentation is completed.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **All actions and decisions regarding an inmate placed on suicide watch are well documented.**



**DOC 350.17 (11) Implementation of 2 hours of annual documented staff training regarding suicide prevention and identification of risk factors.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: In 2017, jail staff completed a 2 hour training block on jail suicide prevention and risk assessment as part of the annual in-service training.

**DOC 350.17 (12) Access by staff to debriefing and support services.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: A policy and procedure is in place for staff to have access to debriefing and support services.

**DOC 350.17 (13) Implementation of an operational review following a suicide or significant suicide attempt.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: A policy and procedure is in place for staff to engage in an operational review following a suicide or significant suicide attempt.

**DOC 350.25 Administrative confinement.** In this section, "administrative confinement" means a non-punitive, segregated confinement of an inmate in his or her cell or other designated area to ensure personal safety and security within the jail. The jail shall have policies and procedures outlining the administrative confinement process.

**DOC 350.25 (1)** An inmate may be placed in administrative confinement if the inmate's continued presence in the general population meets one of the following:

- (a) Presents a substantial risk of physical harm to the inmate, another person or property.
- (b) Threatens the security and order of the jail.
- (c) Inhibits a pending disciplinary investigation.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: A policy is in place for the assignment of inmates to administrative confinement. Documentation is provided for all inmates assigned to administrative confinement.

**DOC 350.25 (2)** A jail staff member shall inform his or her supervisor of any incident that may require administrative confinement of an inmate and the supervisor shall determine whether to place the inmate in administrative confinement. In the absence of his or her supervisor, a jail staff member may place an inmate in administrative confinement. The staff member's supervisor shall review that placement decision within 24 hours. This review shall include evaluation of inmate's classification.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: All placements into administrative confinement are reviewed by supervisory staff and the Jail Administrator.

**DOC 350.25 (3)** An inmate's progress in administrative confinement shall be reviewed by a supervisor at least once every seven days. The supervisor shall determine when the inmate no longer presents a threat to the safety, security and order of the jail and may be released to the general population. Each review shall be documented.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Assignments to administrative confinement are reviewed in a timely manner as established in policy. All reviews are being completed at least once every 7 days in accordance with administrative code.

**DOC 350.25 (4)** The reason an inmate is placed in administrative confinement and the length of time the inmate remains in administrative confinement shall be documented in the inmate's file.

- The inmate is informed of the reasons and conditions of the inmate's Administrative Confinement.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: All assignments to administrative confinement are documented in the inmate's file and in the jail log.

## RECORDS AND REPORTING

### DOC 350.10 Records and reporting.

**DOC 350.10 (1)** Register of inmates. Each jail shall keep a register of all inmates. The register shall contain identifying information on each inmate, including name, residence, age, sex, race, court order, time and cause of placement and placing authority, and time of release and releasing authority. If an inmate escapes, the time and manner of the escape shall be recorded in the register.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: An electronic register of all inmates booked and housed at the jail is being maintained.



**DOC 350.10 (2) Storage of records.** Records shall be kept in a secure area. Juvenile records shall be kept separate from adult records and shall be maintained in a confidential manner in accordance with s. 938.396, Stats., and any other applicable federal or state law.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Records are being maintained in a confidential manner. The jail is currently not authorized to house juvenile offenders.**

## MAINTENANCE OF JAIL, SANITATION AND CARE OF PRISONERS

**Wisconsin State Statute 302.37 Maintenance of jail and care of prisoners.**

**Wisconsin State Statute 302.37 (1) (a)** The sheriff or other keeper of a jail shall constantly keep it clean and in a healthful condition and pay strict attention to the personal cleanliness of the prisoners and shall cause the clothing of each prisoner to be properly laundered. The sheriff or keeper shall furnish each prisoner with clean water, towels and bedding. The sheriff or keeper shall serve each prisoner 3 times daily with enough well-cooked, wholesome food. The county board shall prescribe an adequate diet for the prisoners in the county jail.

**Wisconsin State Statute 302.37(3)(a)** The county or municipality shall furnish its jail with necessary bedding, clothing, toilet facilities, light and heat for prisoners

**Wisconsin State Statute 302.37 (4)** The sheriff or other keeper of a jail may use without compensation the labor of any prisoner sentenced to actual confinement in the county jail or, with the prisoner's consent, any other prisoner in the maintaining of and the housekeeping of the jail, including the property on which it stands. Any prisoner who escapes while working on the grounds outside the jail enclosure shall be punished as provided in s. 946.42.

- A daily inspection is conducted by jail staff of housekeeping, sanitation, and physical plant maintenance.
- The jail is constantly clean and in a healthful condition.
- Inmate areas are free of graffiti, posters, wall coverings, etching, etc.
- All surfaces, equipment, and facilities are clean and in good repair.
- Air handling systems, including ventilation screens and covers, are clean, unobstructed, and in good working order.
- Inmate personal property allowed in the housing units is subject to limitations on volume and content.
- Inmates are held accountable for making the beds, cleaning the floors, cleaning the common bathroom facilities, properly storing property, and maintaining cleanliness and order in the housing units daily.
- Inmates and staff are held accountable for housekeeping and sanitation deficiencies.
- Identified maintenance needs are addressed in a timely manner.
- Hallways are free of clutter and obstructions.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input checked="" type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Overall, the facility was found to be clean and well organized. All inmates are furnished with bedding, clothing, toilet facilities, light and heat. In large part, it appears that staff are holding inmates accountable for their living area, dayroom and showers. However, the receiving/special needs cell doors are in serious need of being stripped and re-painted and there is a significant amount of graffiti as well.**

**DOC 350.12 Sanitation and Hygiene. The jail shall have policies and procedures relating to sanitation and hygiene.**

**DOC 350.12 (1) Facilities are required to be clean and in good repair.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: **The facility was found to be clean and well organized during the inspection and on past unannounced visits to the jail.**

**DOC 350.12 (2 ) Blankets shall be laundered monthly and before reissue.**

**DOC 350.12 (3) Sheets, pillowcases and mattress covers shall be changed and washed at least weekly and before reissue.**

**DOC 350.12 (4) Clean towels shall be issued to each inmate twice a week.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Blankets are being laundered monthly on a rotating basis. Linens are being changed and washed weekly, and towels are issued twice per week.**

**DOC 350.12 (5) Mattresses shall be provided where there is a need for overnight detention. Each mattress and each pillow, if used, shall be covered with a fire retardant, waterproof, easy-to-sanitize material. Mattresses and pillows shall be kept in good repair and in a clean and sanitary condition. The sheriff shall provide adequate bedding. Mattresses shall be cleaned and sanitized before reissue.**

**DOC 350.12 (6) Suppliers of mattresses and pillows shall be provide evidence to the sheriff that the products are fire retardant, waterproof, and easy to clean.**

**DOC 350.12 (7) Mattresses shall be of proper size to fit the bed.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input checked="" type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Mattresses are continually being replaced as needed. All mattresses are cleaned and sanitized before reissue.**

**DOC 350.12 (8) The sheriff shall provide an inmate whose clothing has been confiscated with adequate and appropriate clothing, including footwear, for use while the inmate is in custody. Footwear shall be cleaned and sanitized before reissue.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: **All inmates were found to have appropriate clothing and footwear.**

**DOC 350.12 (9) Laundry schedule shall be established to meet daily needs. All issued and allowed clothing items are laundered twice weekly.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Inmate workers are used in the laundry area on a daily basis. All issued clothing items are being laundered twice a week.

**DOC 350.12 (10) Vermin and pests are controlled with an effective, documented program. Containers of poisonous compounds used for exterminating rodents or insects shall be prominently and distinctly labeled for easy identification of contents. Poisonous compounds shall be stored independently and separately from food and kitchenware in a locked area not accessible to inmates.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: All chemicals are secured and separated from food service areas. Inmates do not have access unless supervised by staff.

**DOC 350.12 (11) After 24 hours, inmates shall be provided with towels and toilet articles sufficient for the maintenance of cleanliness and hygiene, including toothpaste and toothbrush, soap and comb. Basic feminine hygiene materials for females and toilet paper shall be provided to inmates upon request. There shall be no common use of toothbrushes, combs, shaving materials or feminine hygiene materials.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Hygiene items are being provided by the jail and are also available through canteen.

**DOC 350.12 (12) Inmates are provided cleaning materials daily. Tables used for common use and meals shall be kept sanitized. Door traps used for passing meals or other items shall be kept sanitized.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Inmates are being provided cleaning materials on a daily basis. Dayroom tables are being cleaned, as are the traps used for passing meals.

**DOC 350.12 (13) Safety and sanitation inspections of the jail are completed and documented at a minimum of once monthly.**

COMPLIANCE

VERIFICATION

<input type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input checked="" type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: The facility was found to be in violation of DOC 350.12(13) as there is a significant amount of inconsistency with deputies documenting safety and sanitation issues on the monthly shakedown report.

**DOC 350.12 (14) Common use grooming tools are disinfected and cleaned before reissue and are stored in a secure area.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Common use grooming tools are cleaned and disinfected when necessary. Each inmate is provided with a disposable razor, which is then discarded and not reissued to another inmate.

**DOC 350.12 (15) Property storage containers shall be sanitized before reuse.**

- Property storage containers may include bags, bins, totes and lockers.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: All property storage containers and bags are being sanitized before reuse. The jail has been completing this procedure for a number of years.

**DOC 350.12 (16) Trash is removed daily from all dayrooms.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: All trash is removed from the dayrooms on a daily basis.

**DOC 350.12 (17) Hazardous waste shall be disposed of according to government regulations.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments:

**INMATE SERVICES**

**DOC 350.26 Grievance Process. The jail shall have policies and procedures relating to an inmate grievance process and ensure it is available to all inmates and includes at least one level of appeal.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: The jail maintains an inmate grievance procedure. A grievance log is also being maintained electronically that provides administration with a measure of the jail's inmate climate. A process is in place for inmates to appeal a grievance finding to jail administration.

**DOC 350.27 Legal Access.** The jail shall have policies and procedures to address inmates' access to the courts, their attorneys, and legal materials.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: All inmates have reasonable access to the courts, attorneys and legal materials.

**DOC 350.28 Indigence.** The jail shall have policies and procedures to address indigence.

**DOC 350.28 (1)** The jail shall establish definitions and procedures to define indigence.

**DOC 350.28 (2)** Inmates' access to health care, programming and essential services is not precluded by inability to pay.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: No inmate is denied access to health care or other essential services, regardless of ability to pay. There is no co-pay for the utilization of mental health services. Programming is also available to the inmate population.

**DOC 350.29 Mail.** The jail shall have policies and procedures relating to written contact between inmates and their families, friends, attorneys, the court system, government officials and others.

**DOC 350.29 (1)** Provision for staff inspection and reading of non-privileged incoming and outgoing mail.

- Staff demonstrate a working knowledge of the procedures for mail inspection.

**DOC 350.29 (2)** Provision for the limited inspection of incoming and outgoing privileged mail.

- Staff demonstrate a working knowledge of the definition of privileged mail and the procedures for inspecting it.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: Provision for incoming and outgoing mail is addressed in the inmate handbook. Inmates also confirmed the receipt of mail in a timely manner.

**DOC 350.29 (3)** Delivery of all non-privileged and approved privileged incoming mail.

- Inmate mail is delivered to inmates in a timely manner.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input checked="" type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: Inmates spoken with during the inspection indicated that they are receiving mail in a timely manner.

**DOC 350.29 (4) Inventory and disposition of contraband items found in mail.**

- Contraband items are inventoried and documented.
- Contraband is promptly turned over to supervisory staff.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Contraband items are inventoried and well documented. A [REDACTED] shakedown report is being completed.

**DOC 350.29 (5) Provision of postage to indigent inmates.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: A policy is in place for the provision of postage to indigent inmates.

**DOC 350.29 (6) Provision for notifying inmates when outgoing or incoming mail is withheld.**

- A non-delivery of mail form is completed and provided to the inmate when mail is confiscated, destroyed, or rejected.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Inmates are being notified in a timely manner when outgoing or incoming mail is being withheld.

**DOC 350.30 Visitation. The jail shall have policies and procedures relating to visitation.**

**DOC 350.30 (1) Establishment of a visiting schedule for family, friends, attorneys, and others. Attorney visits shall be allowed during reasonable hours, as long as security and daily routine are not unduly interrupted.**

**DOC 350.30 (2) Establishment of procedures for requesting visitation during nonscheduled times.**

- Accommodations are made for visits to occur at times other than scheduled visiting times.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Inmate handbook provides details for visitation, and a schedule is posted for visitors in the lobby. Special visits may be authorized by the Jail Administrator. Additional visitation information is also posted on the Jefferson County Sheriff's Department website.

**DOC 350.30 (3) Documentation of all visits through a visitor log or register.**

- All non-jail staff members who enter the jail are documented on the visitor's log or other appropriate register.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **A record is maintained for all visitations.**

**DOC 350.30 (4) Establishment of a search policy of visitors and their possessions.**

- Personal contact visitors are subject to a search procedure.
- Program workers and volunteers are subject to strict guidelines regarding personal items, carry-in equipment and compliance with jail policies.
- Law enforcement/Community Corrections/ Legal visitors are required to adhere to safe correctional practices limiting carry-in items and may be subject to search.
- Jail staff consistently apply visitation and search standards to all non-jail staff.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **Posting in jail lobby maintains all visitors are subject to search.**

**DOC 350.30 (5) Posting of visitation policies and procedures, including visitation schedule, in a place readily accessible to visitors and inmates.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **Posting of visitation procedures and schedule is posted in the jail lobby and on the Jefferson County Sheriff's Department website.**

**DOC 350.30 (6) Establishment of a search policy for inmates before and after each visit.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **All inmate visits by the public are non-contact. Provisions are in place for the searching of inmates before and after each professional (i.e., contact) visit.**



**DOC 350.31 Programs and services.** The jail shall have policies and procedures relating to the provision of inmate programs and services.

**DOC 350.31 (1) Use of community resources, contract providers, and volunteers authorized by the sheriff.**

**DOC 350.31 (2) Notification to inmates of availability, eligibility, and schedules.**

**DOC 350.31 (3) Conducting criminal background checks on all volunteers, community resources, and contract providers.**

**DOC 350.31 (4) Orientation and training on facility operations for all volunteers.**

**DOC 350.31 (5) Educational programming for inmates who are under 18 years of age consistent with the requirements of the Department of Public Instruction.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: The jail continues to do a good job recruiting volunteers to assist with inmate programming. All volunteers and contract providers have criminal background checks completed, as well as an orientation to the facility prior to working in the jail.

**DOC 350.32 Religious programming.** Inmates shall have the opportunity to participate in practices of their religious faith consistent with existing state and federal statutes. The jail shall have policies and procedures relating to religious programming.

**DOC 350.32 (1) Identification of religious organizations and clergy willing to conduct religious services in the facility.**

**DOC 350.32 (2) Notification to inmates of the schedule of religious services available in the jail.**

- Staff demonstrate a knowledge of the procedure for assessing and responding to inmate requests for religious services.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Inmates are provided information on the religious programming available at the jail, and a procedure is in place for inmates to request programming for all religions.

**DOC 350.32 (3) Identification of religious items that may be kept on an inmate's person or in the cell.**

- If religious items are permitted, the policies are consistently applied throughout the jail.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Policies are in place for inmates to request religious items.

**DOC 350.32 (4) Conducting criminal background checks on members of a religious organization and clergy.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: All volunteers and contract providers have a criminal background check completed prior to entering into the facility.



**DOC 350.32 (5) Orientation and training on facility operations for all volunteers.**

- Documentation of the orientation and volunteer agreement is on file.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: All volunteers receive an orientation on facility operations prior to working within the jail.

**DOC 350.33 Recreation. The jail shall have policies and procedures relating to recreation.**

**DOC 350.33 (1) Identification of the recreational activities that are available.**

**DOC 350.33 (2) Schedule of recreational activities.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: The jail maintains a recreation/multipurpose area for the general population and Huber inmates.

**DOC 350.33 (3) When and where available, at least one hour of daily exercise and recreation is outside the cell or outdoors.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Inmates in general population have sufficient amounts of time out of their cells. A recreation/multipurpose area is available for both the general population and Huber inmates.

**DOC 350.34 Publications. The jail shall have policies and procedures relating to access to publications.**

**DOC 350.34 (1) Provision of publications of general interest for inmates such as books, newspapers and magazines.**

**DOC 350.34 (2) Identification of publications that are prohibited for inmates because their content creates a security risk.**

- Reading material restrictions are posted or otherwise accessible to inmates.

**DOC 350.34 (3) Inspection of publications brought by visitors for inmates if the jail allows visitors to bring in reading materials.**

- There are limitations on the volume of personal reading materials that can be kept in the housing area, and these limitations are enforced consistently throughout the jail.
- All reading materials allowed to be brought in by visitors are subject to search.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: The jail maintains policies and procedures for inmate access to publications. Limitations on the amount of material permitted in each cell is also enforced.

**DOC 350.35 Canteen.** The jail shall have policies and procedures for the establishment and use of canteen, vending or other similar services for inmates.

**DOC 350.35 (1)** Canteen shall be made available to eligible inmates.

**DOC 350.35 (2)** Access to canteen may be restricted by the facility based upon inmate classification or status.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: The jail has procedures in place for inmates to order canteen on a weekly basis from a private vendor.

**FOOD SERVICE**

**DOC 350.11 Food Service.** The jail shall have policies and procedures relating to food service.

**DOC 350.11 (1)** The jail shall provide nutritious and quality food for all inmates.

**DOC 350.11 (2)** An annual menu review by a qualified nutritionist or dietician shall be completed and maintained in the facility files.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: Food service at the jail is county operated. A four week menu cycle is used, and all menus are reviewed by a registered dietician.

**DOC 350.11 (3)** An annual inspection of all full-production and service kitchens in a jail by a qualified, independent outside source documenting that the food service area meets health and safety codes.

COMPLIANCE

VERIFICATION

<input type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input checked="" type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: The facility was found to be in violation of DOC 350.11(3). At the time of inspection, no independent kitchen inspection had been completed. Recently, an inspection of the kitchen was completed by the Jefferson County Environmental Public Health Consortium on 11/9/17.

**DOC 350.11 (4)** Internal monthly inspection of the food service area is completed and documented.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Internal monthly inspections are being completed for the food service area. The food service manager also has a daily inspection form that is completed by food service staff prior to closing the kitchen.

**DOC 350.11 (5) The kitchen area and all equipment are maintained in a sanitary condition. Routine inspections are completed and documented.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: **The kitchen area was found to be clean and well maintained.**

**DOC 350.11 (6) Three nutritious meals are provided daily, two of which are hot. Variations may be allowed based on weekend and holiday food service demands, provided basic nutritional goals are met.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: **A review of the 90 day menu showed that three meals are being provided daily, two of which are hot. In many instances, inmates are receiving three hot meals per day.**

**DOC 350.11 (7) Food temperatures are properly maintained.**

- Documentation of daily food preparation temperatures is maintained.
- Documentation of periodic serving temperature readings is maintained.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Food temperatures are being completed and documented on a daily basis.**

**DOC 350.11 (8) Food items are stored appropriately at least 6 inches off the floor. Opened food packages are stored in airtight containers that are labeled and dated. Food items are stored in appropriate locations and temperatures.**

- Documentation of daily cooler and freezer temperatures is maintained.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Food items are being stored in appropriate locations and temperatures recorded.**

**DOC 350.11 (9) Special diets are provided as prescribed by a qualified health care professional.**

- Documentation of special diet orders is maintained.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **All requests for special diets are reviewed and approved by a qualified medical professional and forwarded to food service for implementation. All special diet orders are maintained in the inmate file.**

**DOC 350.11 (10)** An inmate may abstain from any foods that violate the inmate's religion. Consistent with available resources, the jail shall provide a substitute from other available foods from the menu served at the meal. The substitutions shall be consistent with sub. (1).

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **The jail provides substitute meals for those inmates observing a religious diet.**

**DOC 350.11 (11)** Inmates assigned to the kitchen who prepare or serve food shall bathe or shower daily and be provided a clean uniform.

**DOC 350.11 (12)** No person who is known to be infected with any illnesses transmittable by food or utensils may be employed or work as a food handler in a facility.

**DOC 350.11 (13)** All persons who work in food service areas shall wear clean garments and clean caps or hairnets and shall keep their hands clean at all times when engaged in the handling of food, drink, utensils or equipment. Particular attention shall be given to the cleaning of the fingernails.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Only one inmate is assigned to the kitchen for cleaning purposes only, and is required to shower daily and provided with a clean uniform.**

**DOC 350.11 (14)** Inmate workers are provided orientation and training prior to assignment in the kitchen area.

- Documentation of orientation and training is maintained.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **The food service manager indicated that any inmate assigned to the kitchen receives orientation and training.**

**DOC 350.11 (15)** Inmate workers are supervised throughout all aspects of food preparation and service.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Food service staff is constantly monitoring the inmate worker.**

**DOC 350.11 (16) Food and drink shall be protected from contamination. Meals are covered during transit to and within the facility.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: All meals are covered prior to leaving the kitchen area.

**DOC 350.11 (17) Kitchen food storage and dishwashing equipment temperatures are routinely monitored and documented.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Food storage areas and dishwashing equipment temperatures are documented on a daily basis.

**DOC 350.11 (18) Garbage containers are covered, emptied daily, and are kept clean.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Garbage containers where found to be covered and are emptied and cleaned daily.

**DOC 350.11 (19) Cleaning agents are stored separately from food service items.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: Cleaning agents are being stored separately and away from food.

**DOC 350.11 (20) A security procedure is in place to control and account for sharps, tools and utensils at all times.**

- Documentation of daily control and inventory is maintained.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input checked="" type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: All sharps and tools are locked [REDACTED]. All sharps are logged out and back in on a daily basis.